



Town of North Hempstead
Department of Building Safety, Inspection & Enforcement

210 Plandome Road, Manhasset, NY 11030 · tel. 516-869-6311 · fax 516-869-7662

NEW DWELLING CHECKLIST

1. 3 copies of a completed Residential Building Permit Application, and including the following additional submission documents;
 - a. 2 copies of a signed and notarized Owner's Affirmation.
 - b. A short environmental assessment form. Complete only the first page. It is not necessary to notarize this form.
2. 2 copies of a current property survey including spot elevations at the existing building corners, spot elevation along the property lines at 25 foot intervals and spot elevations at every change in direction of the property line.
3. A completed Residential Zoning Analysis Sheet, with seal and signature of the design professional, and the following additional expanded zoning calculations;
 - a. Gross floor area breakdown diagram & calculation.
 - b. Average front yard setback calculation.
 - c. Pre-existing average grade calculation.
 - d. Front yard paving/coverage diagram & calculation.
4. 2 copies of a site plan showing;
 - a. The proposed location, setbacks, and elevation of the proposed dwelling, and any attached portico, area/window wells, etc.
 - b. The proposed location and setbacks of all associated accessory structures such as a detached garage, decks, patios, sheds, exterior equipment and appliances (air conditioning condensing units, barbeques, etc.), fencing, etc.
 - c. The location of two on-site 10'x20' parking spaces must also be indicated (exterior or within a garage). Two family dwellings require four on-site parking spaces.
 - d. If the garage is located below the curb elevation, the downward slope of the driveway must be provided.
5. 2 complete sets of construction drawings including the following;
 - a. Architectural floor plans of every story including any cellar/basement.
 - b. Elevations including the following;
 - Ridge and uppermost top plate ("eave") heights dimensioned from the pre-existing average grade.
 - Sky exposure planes projecting from the average property line grade and the pre-existing average grade.
 - c. Sections and details necessary to communicate the full construction of the dwelling.
 - d. Structural framing plans of every story including the attic/roof.
 - e. Design Criteria Specifications; Climate/Geographic, Load/Deflection, Fastener schedule, Uplift resistance connection details.
 - f. Electrical floor plans of every story including any cellar/basement and attic.
6. Energy Star Compliance Certificate with original signature of a certified HERS rater.
7. Drainage system capacity calculations, along with;
 - a. Locations, setbacks, dimensions, and additional elements such as trench/area drains, and slopes shown on the site plan.
 - b. Installation details for all drainage elements such as drywells.
8. Plumbing riser diagram for all plumbing fixtures and waste/vent piping.
9. Gas riser diagram for all gas appliances and gas piping (if applicable).
10. Letter of water availability from the local water authority.
11. Letter of sewer availability from the local sewer authority (if applicable).
12. Septic system calculations (if applicable), along with;
 - a. Locations, setbacks, and dimensions shown on the site plan.
 - b. Installation details for all septic system elements such as the septic tank and leeching pools.
13. The following additional permit applications must also be submitted;
 - a. Plumbing fixture permit application.
 - b. Gas appliance and piping application and/or Oil equipment application.
 - c. HVAC unit and ductwork application.
 - d. Drainage application.
 - e. Infrastructure application for water main connection and sewer connection or septic system.
 - f. Fencing permit application (if applicable) with site plans indicating the location and heights of all proposed fencing.
 - g. Tree removal permit application (if applicable) with site plans indicating the location and diameter of all trees to be removed.
 - h. Demolition permit application (if there are any existing structures on the property).
14. The following additional permits must be obtained from the Town of North Hempstead Highway Department, and copies of the permit(s) must be submitted to the Building Department as part of the application for a new dwelling;
 - a. Curbscut and sidewalk permit.
 - b. Road opening permit for water and sewer connections.

Due to the nature of filing permit applications with a separate department, we will accept and review an application for a new dwelling without submission of these permits. No Building Permit will be issued until these Highway Permits have been submitted.